CHARITABLE DONATION REVIEW BOARD
DONATION REQUEST PROCEDURE

All requests must be in writing addressed to:
Big Lake Spud Fest
Charitable Giving Board
P.O. Box 215
Big Lake, MN 55309

Or **scanned** in and emailed to:
BigLakeSpudFest@gmail.com

Please do not take a picture of the form and email it!
It will not be accepted if you send it as a picture.

OUR MISSION AND GIVING PRIORITIES

Big Lake Spud Fest's mission is to strengthen and support the Big Lake community, with special commitment to local youth organizations and schools. Our donations help children participate in sports, clubs, and activities; access food on weekends and during summer months; and benefit from other programs that help them succeed.

We strive to donate at least 75% of our charitable gambling funds within the Big Lake area or to organizations that directly serve and support our community. We prioritize requests where our contributions can make the greatest impact and benefit the greatest number of people.

Each request must be accompanied by Form LG503-BLSF (attachment 1).

The ENTIRE form must be completed. Failure to complete the form in its entirety will result in delays. Sign and date the form.

If the requesting organization is a government body (city, county, school district), Form LG-555 (link to MN Gambling board) is required by the Minnesota Charitable Gambling Board. This form will need to be completed upon donation receipt.

Additional paperwork will be required if the requesting organization conducts its own charitable gambling, Form LG-270 (link to MN Gambling board).

Processing donation requests can take 2-4 weeks depending on the timing of the request and if the request is complete. The Big Lake Spud Fest Charitable Donation Review Board meets monthly on the 2nd Monday of the month. Requests must be received 5 days before this date in order to be reviewed. Any requests not received 5 days prior to the 2nd Monday of the month will be pended until the following month.

At that time, all requests are reviewed for the following:

- Does the request meet Lawful Purpose as outlined in Minnesota Statutes?
- Is the request accompanied by all forms?
  NOTE: Non-Profits must send their Letter of Determination with the request. Your request will not be accepted without it.
- Does the requesting organization conduct lawful gaming?
- Is the form(s) signed and dated?
  Please print, sign & date then scan and email or mail to the address above. Do not email a form that has not been signed or dated.
- ***IMPORTANT****: Does the request impact or relate to Big Lake Schools facilities and/or programming in any way? If it does, you need to obtain the signature of one of the following: Superintendent, Activities Director, or Director of Community Education.*

Priority will be given to requests that directly benefit the Big Lake community and support youth, schools, and underserved community members. Examples include food access, sports and activities, safety equipment, durable multi-year equipment, and initial startup funding.

The Charitable Donation Review Board may request further clarification concerning the request. This may be done either by telephone or a presentation at a monthly meeting.

If the request meets the above criteria, it is then passed on to the Big Lake Spud Fest (BLSF) Board of Directors (BOD). The BLSF BOD meets on the 3rd Tuesday of each month. The BOD reviews the request. You will be notified if the request was approved or denied. By Minnesota Statute, the general membership decides whether or not a donation will be approved.

Please note that some requests may be put on hold or delayed as the board evaluates the needs of the community and the availability of funding. Turning in your donation requests early will help the board process requests in the order of priority. Donation requests that are urgent outside of board deemed hardship requests are not guaranteed immediate attention.

If there are any questions during the process, please send an email to biglakespudfest@gmail.com.

REQUESTS FOR DONATIONS VIA TELEPHONE WILL NOT BE ACCEPTED.

BLSF – 07/2025

LG503-BLSF (7/2025)

Donation Request Form

MINNESOTA LAWFUL GAMBLING

Government/Non-Government Organization Information

Name of Government/Organization/Person Requesting Funds | Phone Number ( ) | E-mail Address

Address | City | State | Zip Code

Government Section

Check type of government making request:

_____City _____County _____Township _____School District _____ of _____

_____State of Minnesota Department of _____ Division of _____

_____Other Government Entity (specify) _____

Non-Government Section (Organization)

_____Private Party

_____Organization

_____Non-profit/501c3 (**ATTACH IRS DETERMINATION LETTER)**

Is your organization gender specific? _____YES _____NO If yes, please explain:_____

_____Other (specify) _____(ATTACH CERTIFICATE OF INCORPORATION)

Does your organization have a current Charitable Gambling License? _____YES _____NO If yes, please provide details:_____

_____

Organization Information

Organization	Phone Number	License Number	
Big Lake Spud Fest (c/o Charitable Giving Board)	***612-810-2119***	***04272***	
Address	**City**	**State**	**Zip Code**
PO Box 215	***Big Lake***	***MN***	***55309***

Lawful Purpose Request

Amount of Request: $_____ Total Program Budget: $_____ % of Request to Total Budget: _____

Projected Program Revenue:

Fees	$_____	School Support	$_____
Big Lake Spud Fest	$_____	Government Support	$_____
Other Community Organizations	$_____	Foundations/Corporations	$_____
Individual Donations	$_____	Other (Explain)	$_____

Give a brief description of your organization and explain why you are making this donation request. Provide as much detail as possible (attach additional sheets if necessary.)

Big Lake Schools Impact

Does your request impact or relate to Big Lake Schools facilities and/or programming in any way? YES or NO If yes, you need to obtain the signature of the Superintendent, Activities Director, or Director of Community Education.

SIGNATURE: _____

How many participants in your organization will benefit from this donation? _____

Does your organization serve the community of Big Lake? YES or NO If yes, what percentage?_____

Is this a time-sensitive request? Do you need the donation by a deadline date? If so, what is the date? _____

If applicable, did your organization volunteer and help during the 2026 Spud Fest week-end? YES or NO If so, what did you help with & approximately how many hours? _____

By completing this form, the government's/non-government's agent confirms that the requested funds will be spent for a lawful purpose. This request expires one year from the date below and may be renewed at the request of the local governing body.

Signature of agent/requester | Title | Date

Print Name

BLSF OFFICE USE ONLY

Date Received Form: _____ Board Recommendation: _____

Recommended Account:

_____Charitable Gambling Funds _____General Account Fund _____Date of Membership Meeting Discussion

_____Date of Motion/Second _____Date Passed _____Check Number _____Date of Check _____Check Amount